

# SharePoint Online

## Setting site up for S drive data

Establishing team site locations and managing  
shared drive data file conversions and migration

8-18-2015

# Introduction

This storyboard is designed to guide a department SharePoint Team site site owners to set up the site to receive files from and to migrate that data from server based folders to SharePoint online.

This is critical as the traditional 'S' and "V" and 'U' drives are not visible from the Office 365 online applications.

In this story board you will:

- Create a sub site in your department team site
- Configure a library to receive data from shared drives
- Convert data to be moved as required
- Move data (either in bulk or a file at a time)

**Note:** Related administrative functions are covered in other storyboards

# Information Management

Office 365 online only versions of the Word, Excel and PowerPoint products look to cloud based areas for storage such as OneDrive and SharePoint and are unable to access either the computer desktop 'C' drive or local server based 'S', 'V' and 'U' drives.

The OneDrive for Business desktop agent coupled with the OneDrive cloud enables staff to move files from the desktop 'C' drive and 'U' drives into the cloud. Once in OneDrive cloud the files can be used by the Office 365 online-only versions of Word, Excel and PowerPoint.

Using the SharePoint 2013 online version, department team sites coupled with libraries and sub sites enables department team site owners to create and manage the environments needed to reconcile the 'S', 'U' and 'V' or other drives they may use.

# Storyboards

To perform these actions you  
need to have 'site owner'  
permissions

# Storyboards

## What

- Establish place to hold data from servers
- Create Libraries to hold data
- Add metadata column to library
- Convert data to be loaded
- Migrate data from server to SharePoint online

## How

- SB1-1 – Create Sub site
- SB1-2 – Create library
- SB1-3 – Add columns using site properties
- SB1-4 – Add columns using Quick Edit
- SB1-5 – Convert data (instructions)
- SB1-6 – Bulk Data upload (Open in Explorer)
- SB1-7 – Individual file upload

# SB1-1

## Creating a sub-site

In this section of the storyboard the team site owner will be guided through the process of creating a team sub site. They will start at the root team site for the department and then create a team sub site named 'EOC'.

# SB1 - 1 - Start - Root Level Team Site

Office 365

Office of Emergency Management and Homeland Security

Get started with your site

Share your site.

Working on a deadline?

Add lists, libraries, and other apps.

What's your style?

Your site. Your brand.

Keep email in context.

Newsfeed

Start a conversation

It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.

Documents

New Upload Share

Drag files here to upload

Base Team Site

Every team site has a root level home screen. In those departments which use team sites in their activities, this area of the SharePoint site will have many additional items placed by the department staff managing the site.

# SB1 – 1 - Selecting path to create team sub-site 1 of 2

The screenshot shows a SharePoint site interface. At the top, the browser address bar displays the URL `https://mcgov.sharepoint.com/teams/OEMHS/_layouts/15/start.aspx#`. The site header includes the 'Office 365' logo and a gear icon for settings. A left-hand navigation pane lists 'Home', 'Notebook', 'Documents', 'Site Contents', and 'Recycle Bin'. The main content area features a 'Get started with your site' section with six tiles: 'Share your site', 'Working on a deadline?', 'Add lists, libraries, and other apps', 'What's your style?', 'Your site. Your brand.', and 'Keep email in context.' Below this is a 'Newsfeed' section with a 'Start a conversation' input field. To the right, a 'Documents' section shows options for 'New', 'Upload', and 'Share'. A settings menu is open on the right side of the page, with two annotations: (1) 'Select the gear here' pointing to the gear icon in the top right, and (2) 'Select site contents here' pointing to the 'Site settings' option in the menu.

(1) Select the **gear** here

(2) Select **site contents** here

In this part of the storyboard we are going to create a team sub site. This is a common activity with team sites as the various operating units within a department often want to have their own team site workspace or sub-site.



# SB1 – 1 - Selecting path to create team sub-site 2 of 2

Office 365

Office of Emergency Management and Homeland Security

## Site Contents

Lists, Libraries, and other Apps

- add an app
- Documents (4 items, Modified 14 minutes ago)
- Form Templates (0 items, Modified 6 days ago)
- MicroFeed (2 items, Modified 6 days ago)
- Site Assets (1 item, Modified 6 days ago)
- Site Pages (2 items, Modified 6 days ago)
- Style Library (5 items, Modified 6 days ago)

Subsites

[+ new subsite](#)

This site does not have any subsites.

(1) Select the **new subsite** option the create sub site process is triggered

The site content screen enables staff to create new sub-sites and libraries within sites.

This time we are creating a sub-site but in another storyboard this screen will be displayed during the process to create a site library.

# SB1 – 1 - Create team sub-site – Filling out sub site particulars 1 of 2

Office 365

Office of Emergency Management and Homeland Security

Site Contents ▸ New SharePoint Site

Home  
Notebook  
Documents  
Site Contents  
Recycle Bin

EDIT LINKS

Title and Description

Title:  
EOC

Description:  
Emergency Operations Center

Web Site Address

URL name:  
https://mcgov.sharepoint.com/teams/OEMHS/ EOC

Template Selection

Select a language:  
English

Select a template:  
Collaboration Enterprise Duet Enterprise  
Team Site  
Blog  
Project Site  
Community Site

A place to work together with a group of people.

(1) Sub site name entered

(2) Descriptive name of site

(3) Access Path


(4) Type of site





10

11:13 AM  
6/22/2015

# SB1 – 1 - Create team sub-site – Filling out sub site particulars 2 of 2


Office 365





SHARE

FOLLOW



Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.


Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:

☒ Use same permissions as parent site


☐ Use unique permissions

Navigation

 Display this site on the Quick Launch of the parent site?

☐ Yes


☒ No

 Display this site on the top link bar of the parent site?

☒ Yes

☐ No

Navigation Inheritance

 Use the top link bar from the parent site?

☐ Yes

☒ No

Create

Cancel

(5) Inherit security credentials from parent site or create their own specific site permissions

(6) Once the particulars are filled out staff would select the **Create** button to create the sub site.



11:14 AM

6/22/2015

# SB1 – 1 - Create team sub-site – home page of new sub-site

The screenshot shows the Microsoft Office 365 SharePoint interface for a new team sub-site named 'EOC'. The browser address bar shows the URL: [https://mcgov.sharepoint.com/teams/OEMHS/EOC/\\_layouts/15/start.aspx#/](https://mcgov.sharepoint.com/teams/OEMHS/EOC/_layouts/15/start.aspx#/). The top navigation bar includes 'Office 365' and a search bar. The left sidebar shows the 'Home' page selected, with options for 'Notebook', 'Documents', 'Site Contents', and 'Recycle Bin'. The main content area features a 'Get started with your site' section with six tiles: 'Share your site.', 'Working on a deadline?', 'Add lists, libraries, and other apps.', 'What's your style?', 'Your site. Your brand.', and 'Keep email in context.' Below this is a 'Newsfeed' section with a 'Start a conversation' button and a message: 'It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.' To the right is a 'Documents' section with buttons for 'New', 'Upload', 'Sync', 'Share', and 'More', a 'Find a file' search bar, and a 'Drag files here to upload' area. A blue arrow points from the text below to the 'EOC' title in the top left of the main content area.

Once the EOC team sub site has been created it will open to its home page

## SB1-1a

### Removing excess items from sub-site

As the sub site described in these storyboard is for replacement of selective server based drive storage they would not be built out like the departments main site.

As such the set of tool gadgets provided with the site can be removed to eliminate the extra items on the sub site home screen.

# SB1 - 1a - Removing 'getting started' items from team sub-site – 1 of 3

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx# EOC - Home

Office 365

BROWSE PAGE

EOC EDIT LINKS

Home

Notebook

Documents

Site Contents

Recycle Bin

EDIT LINKS

Get started with your site

REMOVE THIS

Share your site.

deadline?

other apps.

what's your style?

Your site. Your brand.

Keep email in context.

Newsfeed

Start a conversation

It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.

Documents

New Upload Sync Share More

Find a file

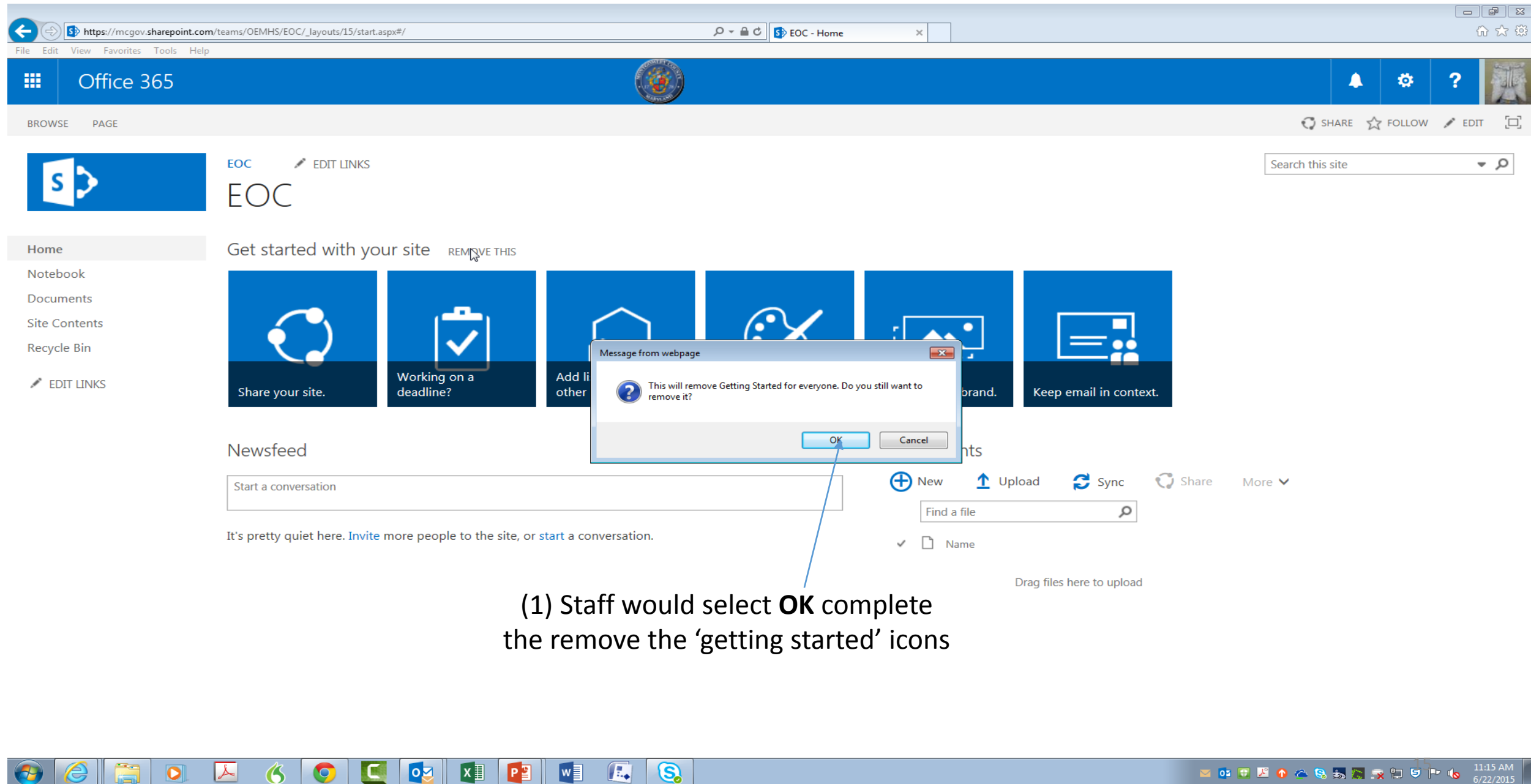
✓ Name

Drag files here to upload

(1) Staff would select **REMOVE THIS** to remove these 'getting started' icons

11:15 AM 6/22/2015

# SB1 – 1a - Removing 'getting started' items from team sub-site – 2 of 3



The screenshot shows a SharePoint team site interface. The top navigation bar includes the Office 365 logo, a search bar, and a 'Search this site' input. The main content area is titled 'Get started with your site' and features several 'Getting Started' cards: 'Share your site.', 'Working on a deadline?', 'Add links to other sites', 'Create a brand.', and 'Keep email in context.'. A dialog box titled 'Message from webpage' is overlaid on the 'Working on a deadline?' card, asking: 'This will remove Getting Started for everyone. Do you still want to remove it?'. The dialog box has 'OK' and 'Cancel' buttons. A blue arrow points from the 'OK' button to the text below. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 11:15 AM on 6/22/2015.

(1) Staff would select **OK** complete the remove the 'getting started' icons

# SB1 – 1a - Removing 'getting started' items from team sub-site – 3 of 3

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/?

EOC - Home

File Edit View Favorites Tools Help

Office 365

BROWSEPAGE

EOC

EDIT LINKS

Home

Notebook

Documents

Site Contents

Recycle Bin

EDIT LINKS

Newsfeed

Start a conversation

It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.

Documents

NewUploadSyncShare

Find a file

✓ Name

Drag files here to upload

Office 365 settings

Shared with...

Edit page

Add a page

Add an app

Site contents

Change the look

Site settings

Getting started

Feedback

Team sub site after the changes



## SB1 – 2

### Creating libraries in a sub-site

In this section of the storyboard the team site owner will be guided through the process of creating libraries in the team sub site.

These libraries will be the places where the server based data will be migrated to after conversion (if needed)

# SB1 – 2 - Creating Document Library – Home page of sub-site

The screenshot shows the home page of a SharePoint sub-site. The browser address bar displays the URL: [https://mcgov.sharepoint.com/teams/OEMHS/EOC/\\_layouts/15/start.aspx#/](https://mcgov.sharepoint.com/teams/OEMHS/EOC/_layouts/15/start.aspx#/). The page header includes the Office 365 logo and the text "EOC - Home". The main content area features a "Newsfeed" section with a "Start a conversation" button and a "Documents" section with a "New" button, "Upload", "Sync", and "Share" options. A "Site contents" menu is open on the right, showing options like "Office 365 settings", "Shared with...", "Edit page", "Add a page", "Add an app", "Site contents", "Change the look", "Site settings", "Getting started", and "Feedback".

Office 365

BROWSE PAGE

EOC EDIT LINKS

Home

Notebook

Documents

Site Contents

Recycle Bin

EDIT LINKS

Newsfeed

Start a conversation

It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.

Documents

New Upload Sync Share

Find a file

✓ Name

Drag files here to upload

Office 365 settings

Shared with...

Edit page

Add a page

Add an app

Site contents

Change the look

Site settings

Getting started

Feedback

The sub-site has a default document library which can be accessed via two ways.

# SB1 – 2 - Create document library in team sub-site – 1 of 5

The screenshot shows the SharePoint 2013 interface for a team site named 'EOC'. The top navigation bar includes the 'Office 365' logo, a search bar, and a settings gear icon. The left sidebar contains links to 'Home', 'Notebook', 'Documents', 'Site Contents', and 'Recycle Bin'. The main content area features a 'Newsfeed' section with a 'Start a conversation' button and a 'Documents' section with 'New', 'Upload', 'Sync', and 'Share' options. A dropdown menu is open from the settings gear icon, showing options like 'Office 365 settings', 'Shared with...', 'Edit page', 'Add a page', 'Add an app', 'Site contents', 'Change the look', 'Site settings', 'Getting started', and 'Feedback'. The 'Site contents' option is circled in blue. Two text annotations with arrows point to the settings gear icon and the 'Site Contents' link in the sidebar.

(1) At the home page of the sub site the staff would select the **gear** (options) symbol.

(2) They would then select '**Site Contents**' option

There are times when additional libraries are needed.

These could include documents of differing levels of security and requiring different access permissions, or those that represent a category of files such as 'S' drive

# SB1 – 2 - Create document library in team sub-site – 2 of 5

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/\_layouts/15/viewlsts.aspx

Site Contents

File Edit View Favorites Tools Help

Office 365

SHARE FOLLOW

Search this site

S

Site Contents

Home Notebook Documents Site Contents Recycle Bin

EDIT LINKS

add an app

Documents  
0 items  
Modified 3 minutes ago

MicroFeed  
2 items  
Modified 3 minutes ago

Site Assets  
1 item  
Modified 3 minutes ago

Site Pages  
2 items  
Modified 3 minutes ago

new subsite

This site does not have any subsites.

(1) Select **add an app** – to open the create library screens

The **Site Contents** screen is where staff would select whether to create a new subsite or a library. In this case we are creating a new library.

11:18 AM 6/22/2015

# SB1 – 2 - Create document library in team sub-site – 3 of 5

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/addanapp.aspx?Source=https%3A%2F%2Fmcgov%2Esharepoint%2Ecom%2Fteams?

Frederick County Sheriff's Office

Frey, Jon S. - Outlook

OneDrive for Business

Your Apps

File Edit View Favorites Tools Help

Office 365

SHARE FOLLOW

S

EOC

EDIT LINKS

Site Contents ▸ Your Apps

Find an app

Your Apps

Apps You Can Add

Manage Licenses

Your Requests

SharePoint Store

Noteworthy

Document Library

Popular built-in app

App Details

Custom List

Popular built-in app

App Details

Tasks

Popular built-in app

App Details

Site Mailbox

Popular built-in app

App Details

Apps you can add

Newest

Name

News

SPLatestNews

from Niteen Badgular

App Details

World Clock and Weather

from Bamboo Solutions Corporation

App Details

DocuSign for SharePoint Online

from DocuSign, Inc.

App Details

facebook Wall

from TechPerspect Software

App Details

Nintex Forms for Office 365

from Nintex USA LLC.

App Details

Document Library

App Details

Form Library

App Details

Wiki Page Library

App Details

Once the team site owner arrives at the **Your Apps** screen they can select from a variety of applications.

Be advised that some applications have a fee associated with them.

DTS will not pay for any additional app other than document library.

(1) Select the **Document Library** icon to go to the create library screens

21

# SB1 – 2 - Create document library in team sub-site – 4 of 5

File Edit View Favorites Tools Help

Office 365

2

?

SHARE FOLLOW

Site Contents

Your Apps

Find an app

Document Library

Popular built-in app

App Details

Custom

Popular b

App Deta

Apps you can add

Newest Name

News

SPLatestNews

from Niteen Badgujar

App Details

World Clock and Weather

from Bamboo Solutions

Corporation

App Details

DocuSign for SharePoint

Online

from DocuSign, Inc.

App Details

facebook

Wall

Facebook Wall

from TechPerspect Software

App Details

Adding Document Library

Pick a name

You can add this app multiple times to your site. Give it a unique name.

Advanced Options

Name:

Lib-1 no required fields

Create

Cancel

(1) The staff member would name the library

(2) Once named they would select the 'Create' button to finish the process

11:22 AM

6/22/2015

# SB1 – 2 - Create document library in team sub-site – 5 of 5

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/\_layouts/15/viewlsts.aspx

Site Contents

File Edit View Favorites Tools Help

Office 365

SHARE

FOLLOW

?

Search this site

▼

S

EOC

EDIT LINKS

Site Contents

Home

Notebook

Documents

Recent

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

Lists, Libraries, and other Apps

add an app

Site Assets

1 item

Modified 8 minutes ago

Documents

0 items

Modified 8 minutes ago

Site Pages

2 items

Modified 8 minutes ago

Lib-1 no required fields

new!

0 items

Modified 1 minute ago

MicroFeed

2 items

Modified 8 minutes ago

SITE WORKFLOWS

SETTINGS

RECYCLE BIN (0)

Subsites

+ new subsite

This site does not have any subsites.

The new library will have a new! symbol next to it and is ready for use at this point.

Library created

Once the Library has been created the system will return the staff person to the Site Contents screen.

11:23 AM

6/22/2015

# SB1 – 3

Add metadata column to the library (not required field)



# SB1 – 3 - Create metadata column – non required field 1 of 6

←

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#

EOC - Home

File Edit View Favorites Tools Help

Office 365

BROWSE PAGE

SHARE FOLLOW EDIT

Search this site

S

EOC

EDIT LINKS

Home

Newsfeed

Start a conversation

It's pretty quiet here. [Invite](#) more people to the site, or [start](#) a conversation.

Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

Documents

New Upload Sync Share More

Find a file

✓ Name

Drag files here to upload

(1) Select the library where the metadata column is to be added

Windows

Internet Explorer

File Explorer

Media Center

Adobe Reader

Google Chrome

Outlook

Excel

PowerPoint

Word

SharePoint

11:26 AM

6/22/2015

# SB1 – 3 - Create metadata column – non required field 2 of 6

←

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/Lib1%20no%20required%20fields/Forms/AllItems.aspx

Lib-1 no required fields - All...

File Edit View Favorites Tools Help

Office 365

SHARE FOLLOW

BROWSE FILES LIBRARY

SEARCH this site

Home Notebook Documents Recent Lib-2 required fields Lib-1 no required fields Site Contents Recycle Bin

Lib-1 no required fields

EDIT LINKS

EOC

EDIT LINKS

Lib-1 no required fields

New Upload Sync Share More

All Documents Find a file

Name Modified Modified By

Drag files here to upload

(1) Once in the desired library select the **LIBRARY** tab

Windows Taskbar

11:28 AM 6/22/2015

# SB1 – 3 - Create metadata column – non required field 3 of 6

The screenshot displays the SharePoint 2013 user interface. The browser address bar shows the URL: [https://mcgov.sharepoint.com/teams/OEMHS/EOC/\\_layouts/15/start.aspx#/Lib1%20no%20required%20fields/Forms/AllItems.aspx](https://mcgov.sharepoint.com/teams/OEMHS/EOC/_layouts/15/start.aspx#/Lib1%20no%20required%20fields/Forms/AllItems.aspx). The page title is "Lib-1 no required fields - All Items". The ribbon is set to "LIBRARY" and the "Library Settings" option is highlighted. The left sidebar shows the site structure, including "Home", "Notebook", "Documents", "Recent", "Lib-2 required fields", "Lib-1 no required fields" (selected), "Site Contents", "Recycle Bin", and "EDIT LINKS". The main content area shows the "All Documents" view with a search bar and a table with columns: Name, Modified, and Modified By. The table is currently empty. The taskbar at the bottom shows various application icons and the system clock indicating 11:29 AM on 6/22/2015.

A ribbon of choices will appear.

(1) Select the **Library Settings** from this ribbon

# SB1 – 3 - Create metadata column – non required field 4 of 6

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/listedit.aspx?List=%7B9D0275BE%2D2C76%2D4E03%2DAE2C%2D3D4F1DAC5A9E%7C

Document Library Settings

File Edit View Favorites Tools Help

Office 365

SHARE

FOLLOW

S

EOC

EDIT LINKS

Lib-1 no required fields ▸ Settings

Home

Notebook

Documents

Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

List Information

Name:

Web Address:

Description:

Lib-1 no required fields

https://mcgov.sharepoint.com/teams/OEMHS/EOC/Lib1 no required fields/Forms/AllItems.aspx

General Settings

List name, description and navigation

Versioning settings

Advanced settings

Validation settings

Column default value settings

Audience targeting settings

Rating settings

Form settings

Permissions and Management

Delete this document library

Save document library as template

Permissions for this document library

Manage files which have no checked in version

Information Rights Management

Workflow Settings

Generate file plan report

Enterprise Metadata and Keywords Settings

Information management policy settings

Communications

RSS settings

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)	Type	Required
Title	Single line of text	
Created	Date and Time	
Modified	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	
Checked Out To	Person or Group	

Create column

Add from existing site columns

Column ordering

Indexed columns

(1) In the settings screen select the Create column to add a metadata column

Windows Taskbar

11:32 AM 6/22/2015

# SB1 – 3 - Create metadata column – non required field 5 of 6

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/fldNew.aspx?List=%7B9D0275BE%2D2C76%2D4E03%2D2DAE2C%2D3D4F1DAC5A9E%7F

Create Column

Office 365

Settings > Create Column

Home  
Notebook  
Documents  
Recent  
Lib-2 required fields  
Lib-1 no required fields  
Site Contents  
Recycle Bin  
EDIT LINKS

Name and Type  
Type a name for this column, and select the type of information you want to store in the column.

Column name:  
Document

The type of information in this column is:  
☒ Single line of text  
☐ Multiple lines of text  
☐ Choice (menu to choose from)  
☐ Number (1, 1.0, 100)  
☐ Currency (\$, ¥, €)  
☐ Date and Time  
☐ Lookup (information already on this site)  
☐ Yes/No (check box)  
☐ Person or Group  
☐ Hyperlink or Picture  
☐ Calculated (calculation based on other columns)  
☐ Task Outcome  
☐ External Data  
☐ Managed Metadata

Additional Column Settings  
Specify detailed options for the type of information you selected.

Description:  
Document Name

Require that this column contains information:  
☐ Yes ☒ No

Enforce unique values:  
☐ Yes ☒ No

Maximum number of characters:  
255

Default value:  
☒ Text ☐ Calculated Value

☒ Add to default view

Column Validation

OK Cancel

The create column screen will appear and the team site owner fills out various data elements

(1) Column name

(2) Special characteristics

(3) Description

(4) If required or not (not in this case)

(5) Other elements

(6) To save the changes staff would select the **OK** button

# SB1 – 3 - Create metadata column – non required field 6 of 6

←

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/ListEdit.aspx?List=%7B9D0275BE%2D2C76%2D4E03%2DAE2C%2D3D4F1DAC5A9E%71

Document Library Settings

File Edit View Favorites Tools Help

Office 365

8

?

SHARE FOLLOW

EOC

EDIT LINKS

Lib-1 no required fields ▸ Settings

Home

Notebook

Documents

Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

List Information

Name:

Web Address:

Description:

Lib-1 no required fields

https://mcgov.sharepoint.com/teams/OEMHS/EOC/Lib1 no required fields/Forms/AllItems.aspx

General Settings

List name, description and navigation

Versioning settings

Advanced settings

Validation settings

Column default value settings

Audience targeting settings

Rating settings

Form settings

Permissions and Management

Delete this document library

Save document library as template

Permissions for this document library

Manage files which have no checked in version

Information Rights Management

Workflow Settings

Generate file plan report

Enterprise Metadata and Keywords Settings

Information management policy settings

Communications

RSS settings

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)

Title

Document

Created

Modified

Created By

Modified By

Checked Out To

Type

Single line of text

Single line of text

Date and Time

Date and Time

Person or Group

Person or Group

Person or Group

Create column

Add from existing site columns

Column ordering

Indexed columns

Views

A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this document library:

View (click to edit)

All Documents

Default View

Mobile View

Default Mobile View

✓

✓

✓

Create view

Column added

Not Required

# SB1 – 3 - Create metadata column – Return to sub site home

←

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https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/ListEdit.aspx?List=%7B9D0275BE%2D2C76%2D4E03%2DAE2C%2D3D4F1DAC5A9E%71

Document Library Settings

File Edit View Favorites Tools Help

Office 365

8

?

SHARE FOLLOW

EOC

EDIT LINKS

Lib-1 no required fields ▸ Settings

Home

Notebook

Documents

Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

List Information

Name:

Web Address:

Description:

Lib-1 no required fields

https://mcgov.sharepoint.com/teams/OEMHS/EOC/Lib1 no required fields/Forms/AllItems.aspx

General Settings

List name, description and navigation

Versioning settings

Advanced settings

Validation settings

Column default value settings

Audience targeting settings

Rating settings

Form settings

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)

Title

Document

Created

Modified

Created By

Modified By

Checked Out To

Type

Single line of text

Single line of text

Date and Time

Date and Time

Person or Group

Person or Group

Person or Group

Required

Create column

Add from existing site columns

Column ordering

Indexed columns

Views

A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this document library:

View (click to edit)

All Documents

Default View

Mobile View

Default Mobile View

✓

✓

✓

Create view

Permissions and Management

Delete this document library

Save document library as template

Permissions for this document library

Manage files which have no checked in version

Information Rights Management

Workflow Settings

Generate file plan report

Enterprise Metadata and Keywords Settings

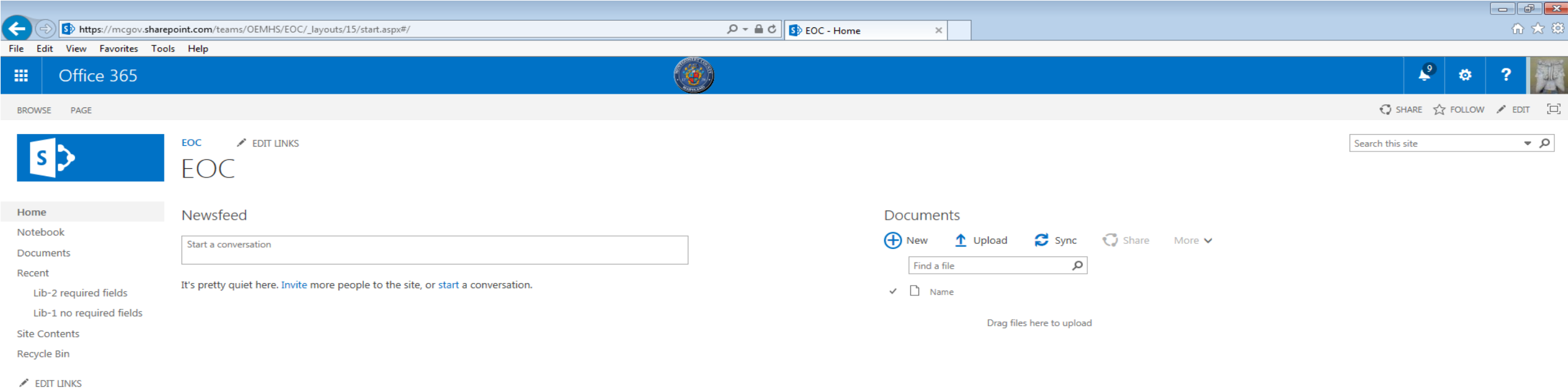
Information management policy settings

Communications

RSS settings

(1) To return to the sub site home staff would select the EOC tab at the top of the screen

# SB1 – 3 - Create metadata column – sub site home screen



At sub site Home screen

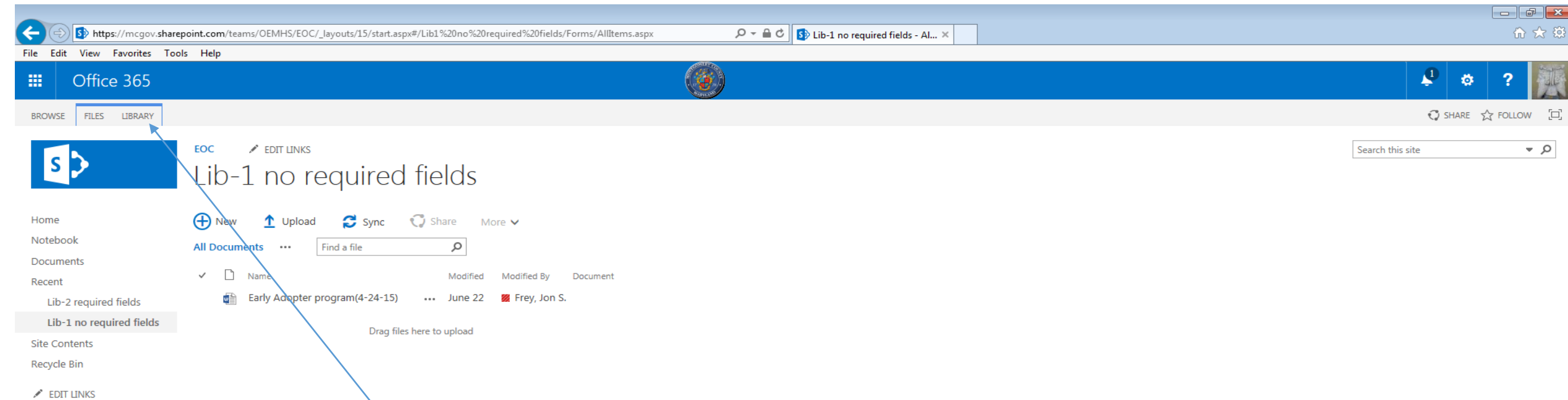


# SB1 – 4

## Using Quick Edit

Quick edit is a rapid method of adding metadata columns to libraries. Rather than adding a column at a time a format where staff can add columns quickly is provided

# SB1 - 4 - Add columns to a Library – Quick edit



(1) Starting within the desired library, staff selects the **Library** tab at the top of the screen

# SB1 - 4 - Add columns to a Library – Quick edit

Office 365

BROWSE FILES LIBRARY

View Quick Edit Create View Create Column All Documents Current View: Current Page

Tags & Notes E-mail a Link Alert Me RSS Feed Most Popular Items Sync Connect to Outlook Connect to Office Open with Explorer Form Web Parts Edit Library New Quick Step Library Settings Shared With Workflow Settings

Home Notebook Documents Recent

Lib-2 required fields

**Lib-1 no required fields**

Site Contents Recycle Bin EDIT LINKS

New Upload Sync Share More

All Documents Find a file

✓	Name	Modified	Modified By	Document
	Early Adopter program(4-24-15)	June 22	Frey, Jon S.	

Drag files here to upload

(1) Select **Quick Edit**

When the **Library** tab ribbon menu opens

# SB1 - 4 - Add columns to a Library – Quick edit

Office 365

File Edit View Favorites Tools Help

Lib-1 no required fields - All...

Home Notebook Documents Recent Lib-2 required fields Lib-1 no required fields Site Contents Recycle Bin EDIT LINKS

Stop editing this list

All Documents Find a file

Name	Modified	Modified By	Document	+
Early Adopter program(4-24-15)	June 22	Frey, Jon S.		

Drag files here to upload

The edit window will open allowing the addition of columns.

(1) To add a column you select the '+' symbol

# SB1 - 4 - Add columns to a Library – Quick edit

The screenshot shows the SharePoint 'Lib-1 no required fields' library in 'Quick Edit' mode. The top navigation bar includes 'Office 365' and various utility icons. The ribbon contains tabs for 'BROWSE', 'FILES', and 'LIBRARY'. The 'LIBRARY' tab is active, displaying a list of documents. The first document is 'Early Adopter program(4-24-15)'. A dropdown menu is open next to the 'Document' column header, showing options: 'Text', 'Number', 'Date and Time', 'Person or Group', and 'More Column Types...'. Two blue arrows point from text annotations to the '+' icon and the dropdown menu.

Stop editing this list

All Documents ... Find a file

✓		Name	Modified	Modified By	Document	+
		Early Adopter program(4-24-15)	June 22	Frey		

Drag files here to upload

Text

Number

Date and Time

Person or Group

More Column Types...

Once the  
'+' symbol  
is selected

a list of  
data types  
will appear

# SB1 - 4 - Add columns to a Library – Quick edit

Office 365

File Edit View Favorites Tools Help

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#Lib1%20no%20required%20fields/Forms/AllItems.aspx#InplviewHash1c2

Mail - Frey, Jon S. - Outlook Lib-1 no required fields - Al...

Office 365

BROWSE FILES LIBRARY

View Quick Edit Create View Create Column All Documents Current View Current Page

Tags & Notes E-mail a Link Alert Me RSS Feed Most Popular Items Sync Connect to Outlook Connect to Office Open with Explorer Form Web Parts Edit Library New Quick Step Library Settings Shared With Workflow Settings

Home Notebook Documents Recent Lib-2 required fields Lib-1 no required fields Site Contents Recycle Bin EDIT LINKS

Stop editing this list

All Documents Find a file

✓		Name	Modified	Modified By	Document	Text	+
		Early Adopter program(4-24-15)	Yesterday at 2:07 PM	Frey, Jon S.			

Drag files here to upload

Staff has selected the type of Text which will create a column and then allow it to be renamed

# SB1 - 4 - Add columns to a Library – Quick edit

←

→

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/Lib1%20no%20required%20fields/Forms/AllItems.aspx#InplviewHash1c2

Mail - Frey, Jon S. - Outlook

Lib-1 no required fields - AI...

File Edit View Favorites Tools Help

Office 365

SHARE FOLLOW

BROWSE FILES LIBRARY

View Quick Edit Create View

Modify View Current View: All Documents

Navigate Up Current Page

Tags & Notes

E-mail a Link Alert Me RSS Feed Most Popular Items

Sync Connect to Outlook Connect to Office Open with Explorer

Export to Excel Form Web Parts Edit Library New Quick Step

Library Settings Shared With Workflow Settings

View Format Manage Views Tags and Notes Share & Track Connect & Export Customize Library Settings

Home Notebook Documents Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents Recycle Bin

EDIT LINKS

Stop editing this list

All Documents Find a file

✓		Name	Modified	Modified By	Document	New Col	+
		Early Adopter program(4-24-15)	Yesterday at 2:07 PM	Frey, Jon S.			

Drag files here to upload

(1) Staff renames the column  
“New Col”

# SB1 - 4 - Add columns to a Library – Quick edit

File Edit View Favorites Tools Help

Office 365

SHARE FOLLOW

BROWSE FILES LIBRARY

View Quick Edit Create View

Create Column

Manage Views

Tags & Notes

E-mail a Link

Alert Me

RSS Feed

Most Popular Items

Sync

Connect to Outlook

Connect to Office

Export to Excel

Open with Explorer

Form Web Parts

Edit Library

New Quick Step

Library Settings

Shared With

Workflow Settings

Home Notebook Documents Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents Recycle Bin

EDIT LINKS

Stop editing this list

All Documents

Find a file

✓		Name	Modified	Modified By	Document	New Col	+
		Early Adopter program(4-24-15)	Yesterday at 2:07 PM	Frey, Jon S.			

Drag files here to upload

(1) Once staff has completed adding columns they would select **STOP** editing the list to save changes



# SB1 - 4 - Add columns to a Library – Quick edit

The screenshot shows a SharePoint library interface in 'Quick Edit' view. The top navigation bar includes 'Office 365' and a search bar. Below this is a ribbon with tabs for 'BROWSE', 'FILES', and 'LIBRARY'. The 'LIBRARY' tab is active, showing options like 'View', 'Quick Edit', 'Create View', 'Create Column', 'Navigate Up', 'Current View', 'Current Page', 'Tags & Notes', 'E-mail a Link', 'Alert Me', 'RSS Feed', 'Most Popular Items', 'Sync', 'Connect to Outlook', 'Connect to Office', 'Open with Explorer', 'Export to Excel', 'Form Web Parts', 'Edit Library', 'New Quick Step', 'Library Settings', 'Shared With', and 'Workflow Settings'.

The main content area shows a list of documents. The first document is 'Early Adopter program(4-24-15)'. The columns are: Name, Modified, Modified By, Document, and New Col. The 'New Col' column is highlighted with a blue arrow, indicating it is the new column added.

On the left side, there is a sidebar with 'Home', 'Notebook', 'Documents', and 'Recent' sections. Under 'Recent', there are two items: 'Lib-2 required fields' and 'Lib-1 no required fields'. The 'Lib-1 no required fields' item is selected.

After editing we can see that the new column has been added



# SB1-5

## Converting Documents

Office 365 requires that files are in the newest format. Files created by Office 2003 applications use the older formats and will need to be converted prior to being migrated onto SharePoint online

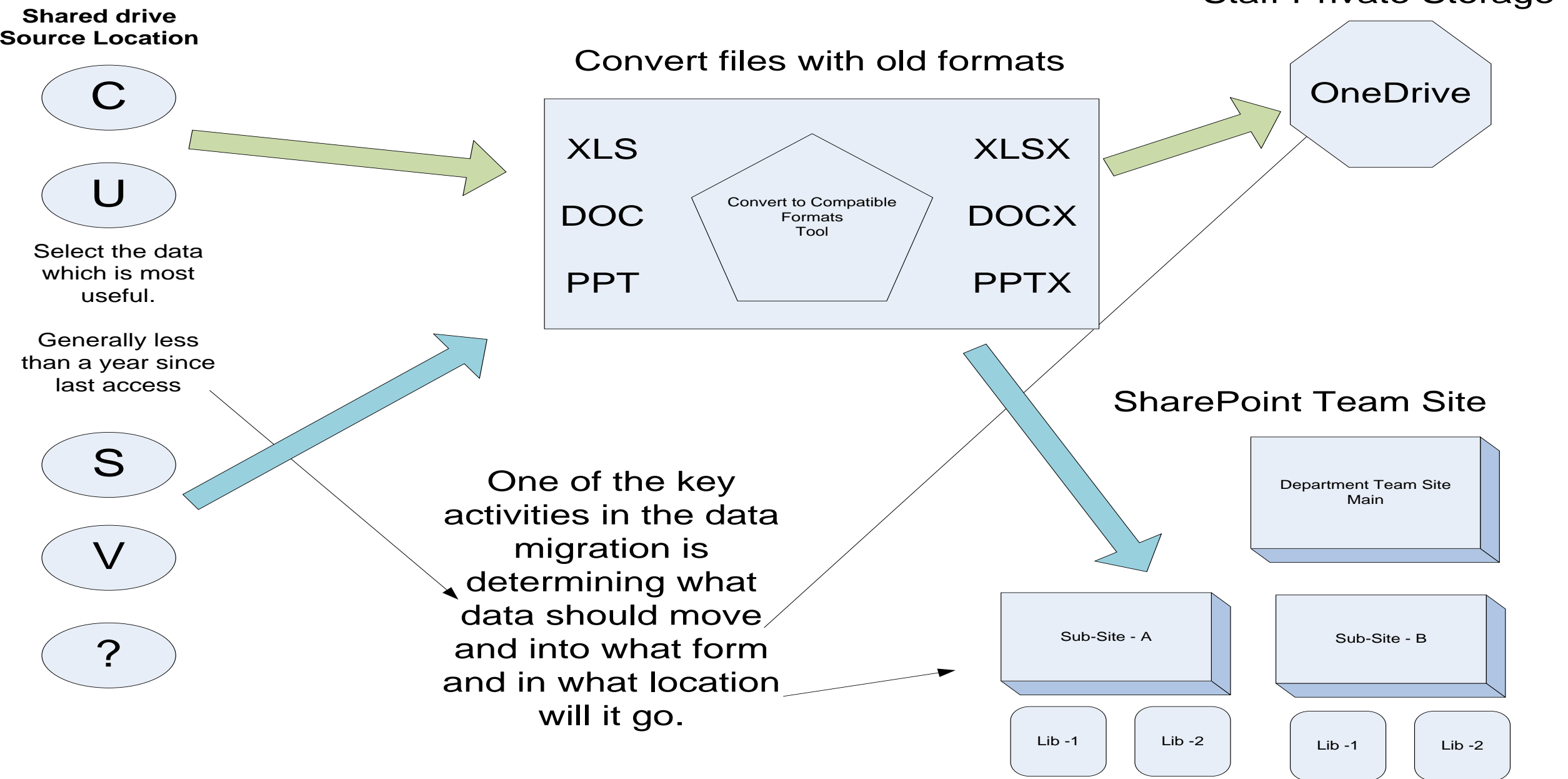
The following are the user instructions for performing those activities

## Universal Data Accessibility

With the County moving to Office 365 there is a need to have critical business data universally accessible to the staff that need it.

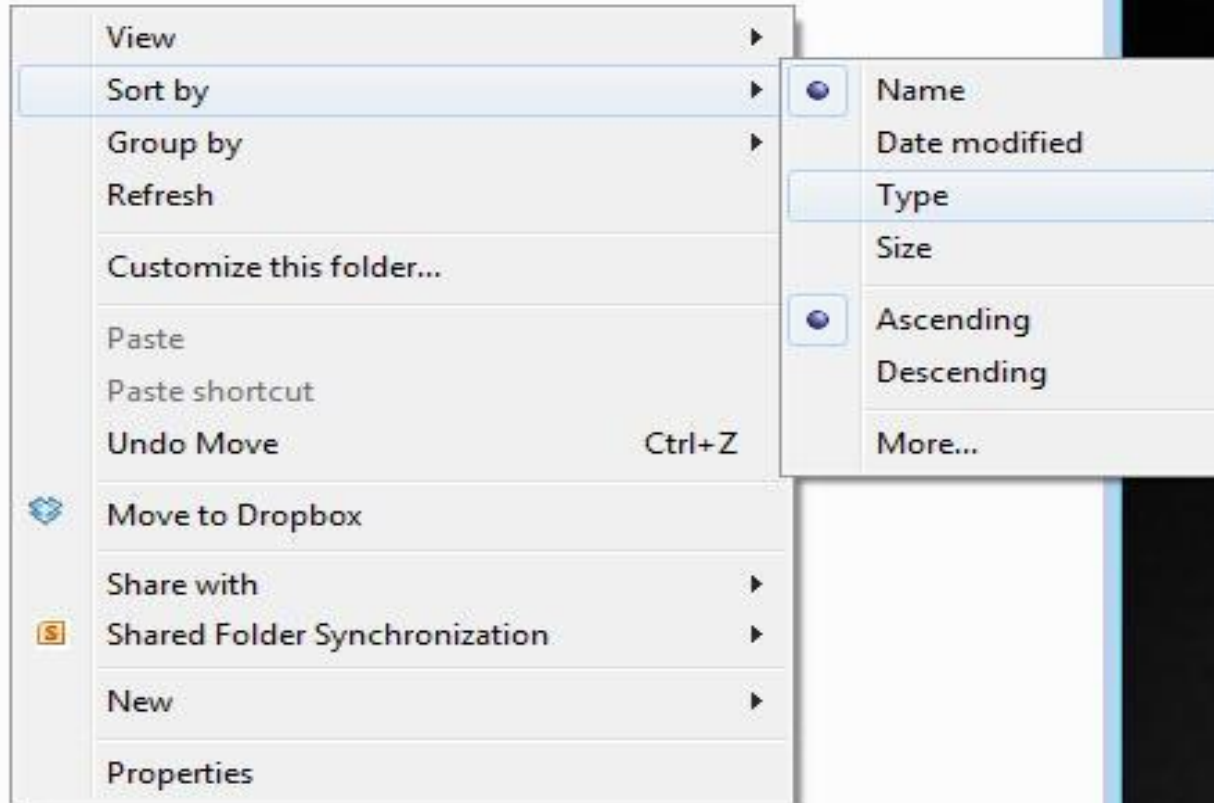
From an Office 365 perspective this means in the Cloud either in OneDrive or in SharePoint online team sites

# SB1 - 5 – Converting Files – Introduction



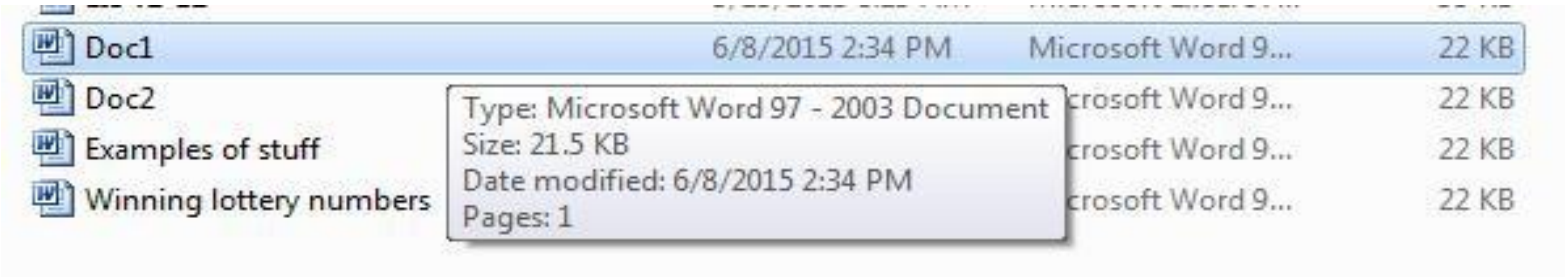
# SB1 - 5 – Converting Files – Instructions steps 1 and 2

1. Open the folder containing the files you wish to convert
2. Right click in the blank space of the folder and choose “Sort by” > “Type” to sort the files by item type.

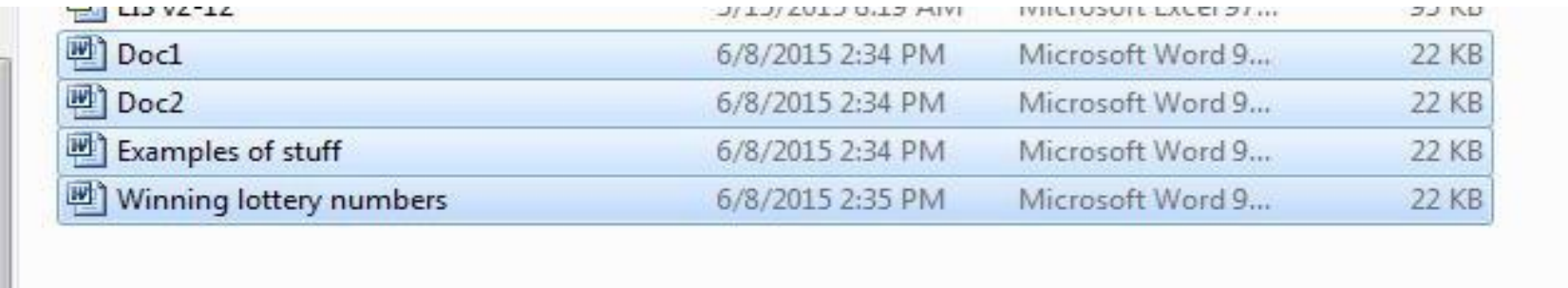


# SB1 - 5 – Converting Files – Instructions steps 3 and 4

- 3. Single click on the first file you wish to convert of a single file type you wish to convert (Word files for example)

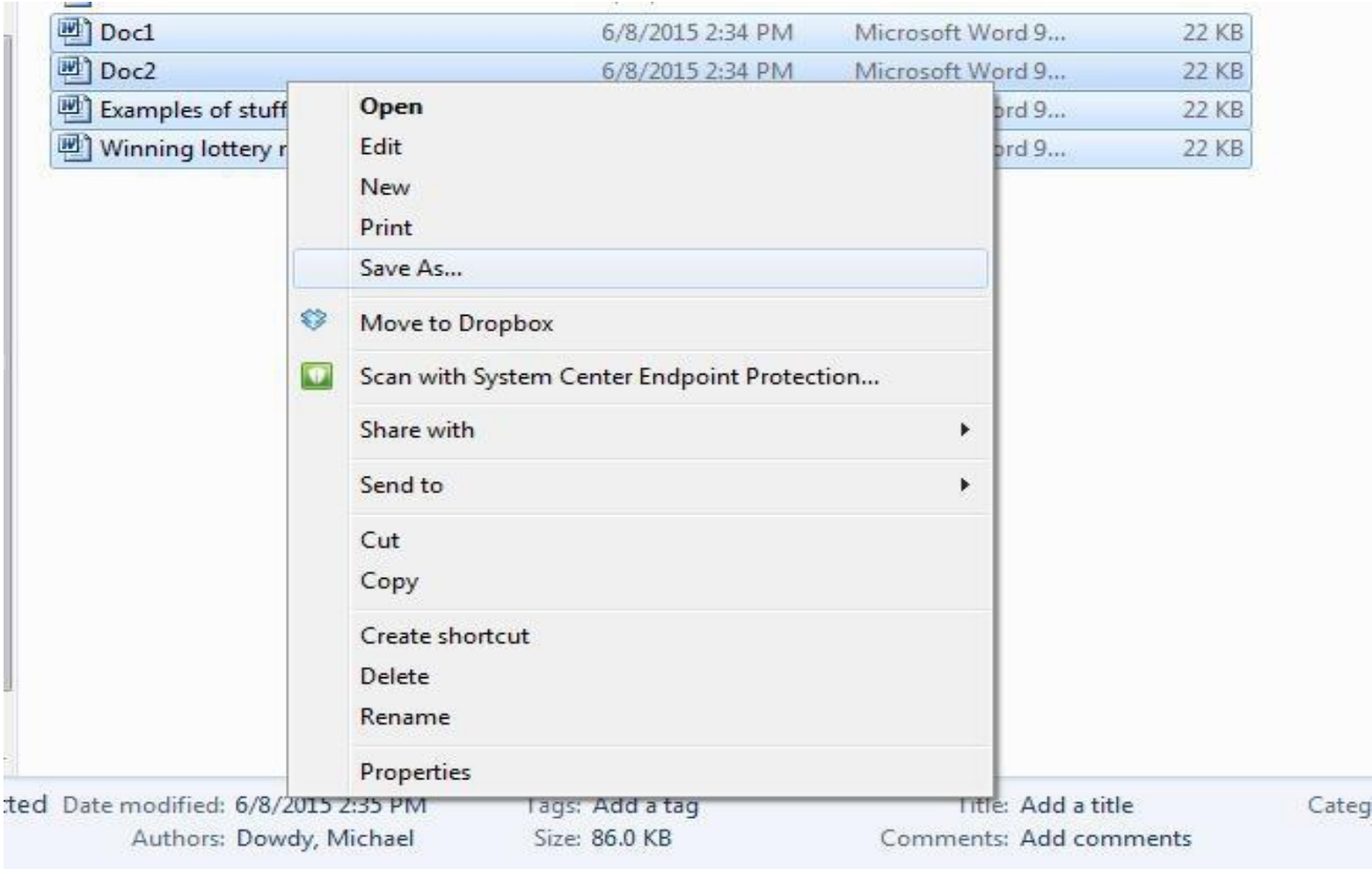


- 4. Hold the shift key and single click the last file to select all of the files of that type



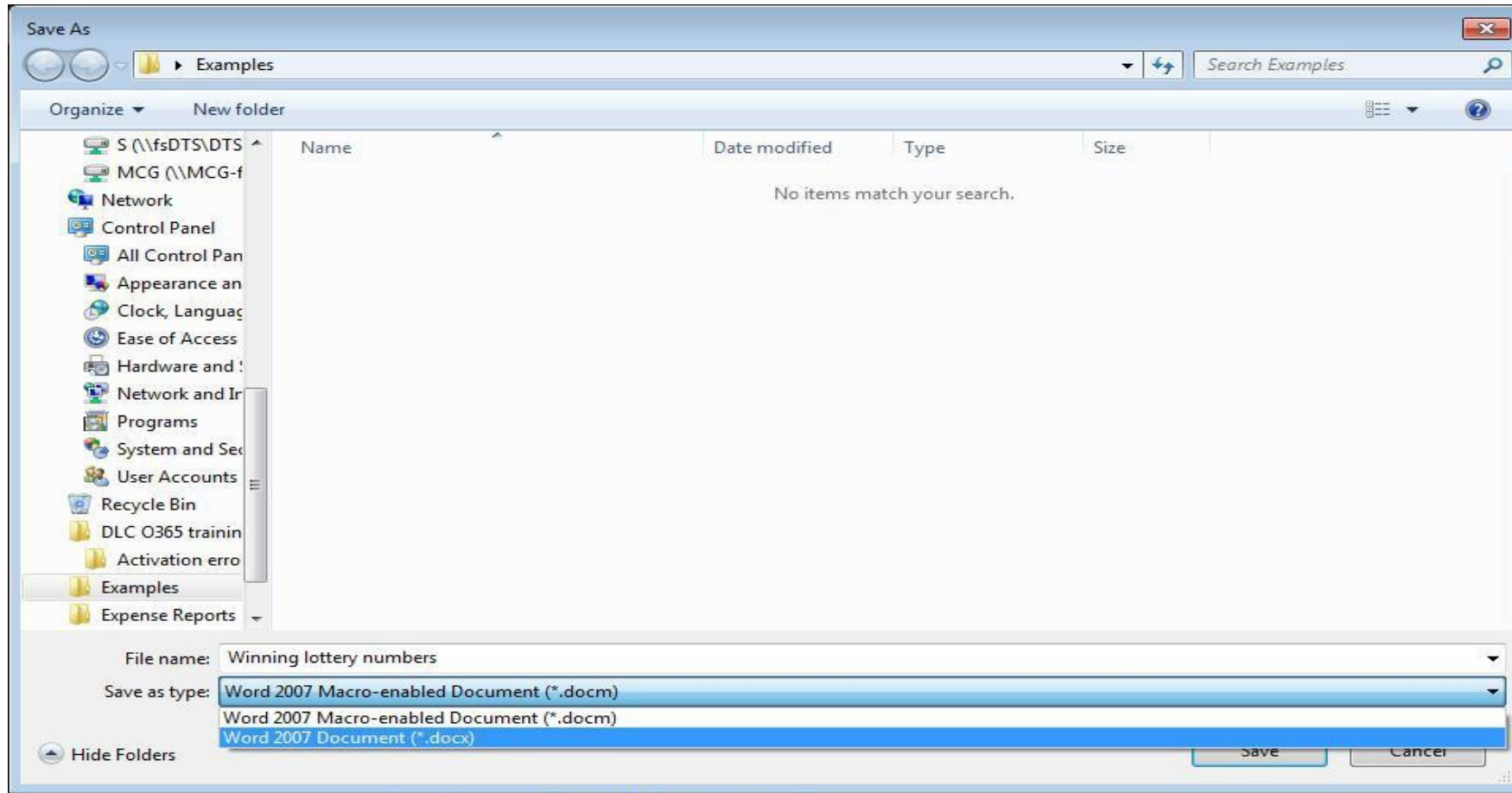
# SB1 - 5 – Converting Files – Instructions step 5

5. Right click on the selected files and choose “Save As”



# SB1 - 5 – Converting Files – Instructions step 6

6. You will be prompted for each file to save it as a new file. Under the “Save as type:” dropdown (located above the Save button), choose the file type ending in **x**. For example Word document files should be saved as **Word 2007 Document (\*.docx)**. Excel files should be saved as **Microsoft Office Excel 2007 Workbook (\*.xlsx)**.



***Note: For Macro Enabled Files, simply save it as the default type.(.docm or .xlsm)***



# SB1 - 5 – Converting Files – Instructions steps 7 and 8

7. Repeat steps 3 through 6 as needed for each file type that needs to be converted, such as Excel, Word or PowerPoint files.
8. Once saved, the converted version of the files can be uploaded to the OneDrive cloud and opened.

## SB1 - 5 – Converting Files – Post migration follow-up

Once data has been converted and migrated from servers please be sure that the old files are either deleted or marked as read-only to avoid possible confusion and updating of the wrong file

# SB1-6

## Bulk Loading Documents

This is the preferred approach to managing the migration of documents from the server based drives to SharePoint.

Be sure that the files have the newer Microsoft file extensions and if not run the files through the converter before moving them

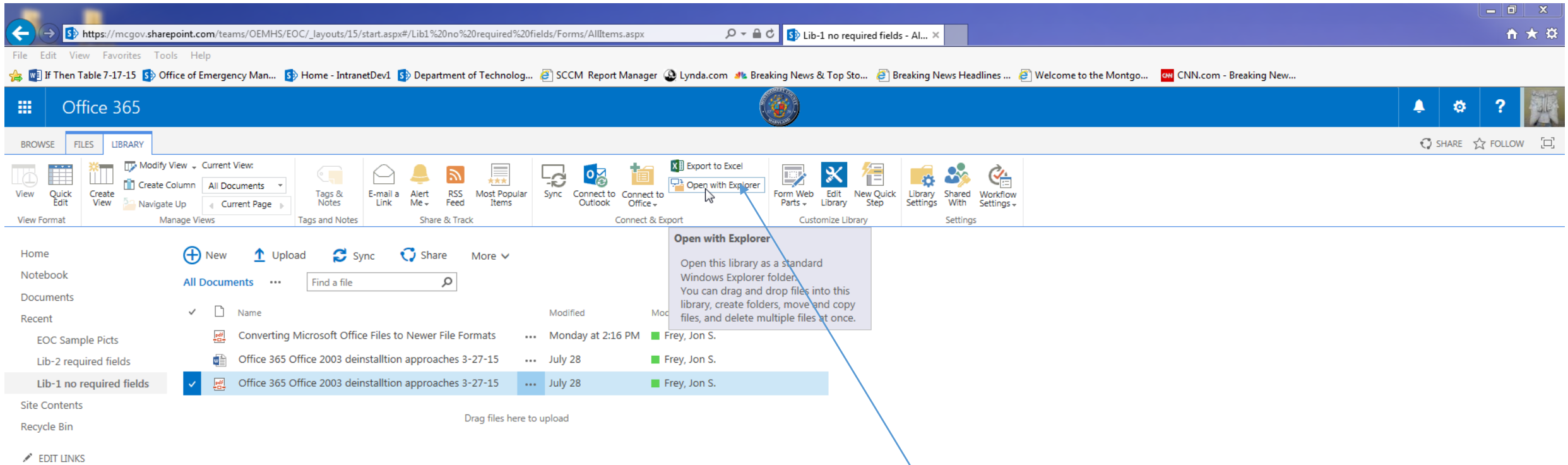
# SB1 - 6 - Loading Multiple Files / Folders – Selecting a library

The screenshot shows a SharePoint 2013 interface. The left sidebar contains a list of libraries: 'EOC Sample Picts', 'Lib-2 required fields', 'Lib-1 no required fields' (selected), 'Site Contents', and 'Recycle Bin'. The main content area displays a list of documents under the 'All Documents' view. The document list has columns for Name, Modified, Modified By, Document, and New Col. The document 'Office 365 Office 2003 deinstalltion approaches 3-27-15' is selected. Two blue arrows point from the text below to the 'Lib-1 no required fields' library and the document list.

Name	Modified	Modified By	Document	New Col
Converting Microsoft Office Files to Newer File Formats	Monday at 2:16 PM	Frey, Jon S.		
Office 365 Office 2003 deinstalltion approaches 3-27-15	July 28	Frey, Jon S.		
Office 365 Office 2003 deinstalltion approaches 3-27-15	July 28	Frey, Jon S.		

(1) Once staff selected a library it would open and files and folders would be displayed.

# SB1 - 6 - Loading Multiple files / folders – Select - **Open with Explorer**



(1) Once staff would then select **Open with Explorer** to bring up the explorer view of the library

# SB1 - 6 - Loading Multiple files / folders – Open with Explorer view

Office 365

BROWSE

FILES

LIBRARY

View

Quick Edit

Create View

Create Column

Navigate Up

Modify View

Current View: All Documents

Current Page

Tags & Notes

E-mail a Link

Alert Me

RSS Feed

Most Popular Items

Sync

Connect to Outlook

Connect to Office

Export to Excel

Open with Explorer

Form Web Parts

Edit Library

New Quick Step

Library Settings

Shared With

Workflow Settings

SHARE

FOLLOW

Home

Notebook

Documents

Recent

EOC Sample Picts

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

New

Upload

Sync

Share

More

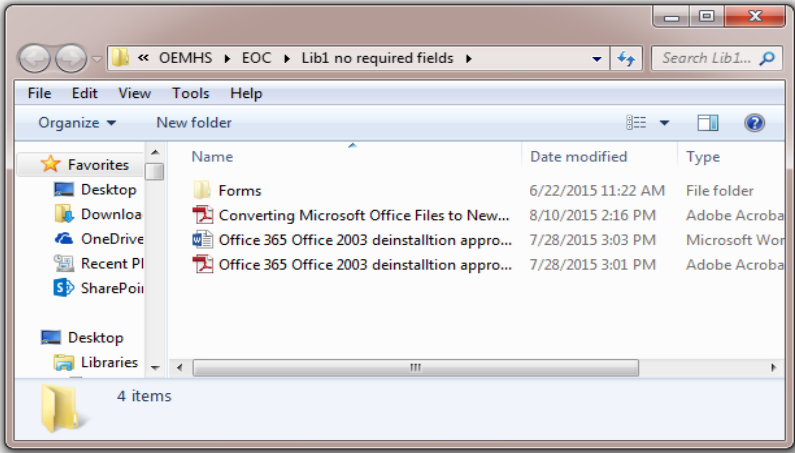
All Documents

Find a file

✓	Name	Modified	Modified By	Document	New Col
	Converting Microsoft Office Files to Newer File Formats	Monday at 2:16 PM	Frey, Jon S.		
	Office 365 Office 2003 deinstalltion approaches 3-27-15	July 28	Frey, Jon S.		
✓	Office 365 Office 2003 deinstalltion approaches 3-27-15	July 28	Frey, Jon S.		

Drag files here to upload

Once selected the system will display an explore view of the library which is much more compatible with moving files and folders



# SB1 - 6 - Loading Multiple files / folders – Select files/folders to be moved

WIP 8-15

WIP Today

File Edit View Tools Help

Organize Open Share with E-mail

Favorites

Desktop

Downloads

OneDrive - M

Recent Place

SharePoint

Desktop

Libraries

Frey, Jon S.

Computer

Network

Control Pan

Recycle Bin

Admin

Previous doc

SharePoint -

SharePoint -

Previous

Various Writ

WIP 8-15

WIP Today

Name

2003 census

CMS things

DT All 4-21-15

Early adopter items

HHS Items HOT

OneDrive Items

OPERATIONS

Phase II Launch Communications

SharePoint Items

Test files for converter

Tiles - Icons

TOMG items

WIP 6-15

~Srlly Adopter program(4-28-15).docx

10.docx

Additional-Groups-info.pdf

AF103733534\_en-us\_excel2013quickstartguide.pdf

All Systems with Microsoft Office Installed.xlsx

All Systems with multiple MS Office Installs(4-23-15).xlsx

All Systems with multiple MS Office Installs.xlsx

Analytics MontgomerycountyMD Pages 20150427-20150503...

AP\_6-8-SocialMedia.pdf

Clutter write-up 5-18-15.docx

Dieter Things4-28-15.docx

Doc1.docx

Doc2.docx

HHS.docx

How to Sync OneDrive client with your Montgomery Count...

HRC Questions for 2-12-15.docx

2 items selected Date modified: 3/31/2015 9:13 AM - 4/10/2015 1:16 PM

EOC - Lib-1 no required fie...

File Edit View Tools Help

Organize Include in library Share with

Favorites

Desktop

Download

OneDrive

Recent Pl

SharePoi

Desktop

Libraries

Frey, Jon

Comput

OSDisk

SRecy

692ae

ap

Docu

DRIVE

Intel

MSO

PerfL

Progr

Progr

Reco

savin

SWTC

Syste

TEMP

Users

Ad

All

Def

Def

Frey

A

A

C

C

D

D

Fi

Name

Converting Microsoft Office Files to Newer File Formats

desktop.ini

Office 365 Office 2003 deinstalltion appro...

Office 365 Office 2003 deinstalltion appro...

Date modified

8/10/2015 2:16 PM

8/13/2015 9:51 AM

7/28/2015 3:03 PM

7/28/2015 3:01 PM

4 items

https://mcgov.sharepoint.com/teams/OEMHS/

File Edit View Favorites Tools Help

Office 365

BROWSE FILES LIBRARY

View Quick Edit Create View

Current View: All Documents

Tags & Notes

E-mail a Link

Alert Me

RSS Feed

Most Popular Items

Connect & Export

Customize Library

Settings

Home

Notebook

Documents

Recent

EOC Sample Picts

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

Find a file

Converting Microsoft Office Files to Newer File Formats

Office 365 Office 2003 deinstalltion approaches 3-27-15

Office 365 Office 2003 deinstalltion approaches 3-27-15

Monday at 2:16 PM

July 28

July 28

Frey, Jon S.

Frey, Jon S.

Frey, Jon S.

Drag files here to upload

Source Document folder

Open with Explorer folder

SharePoint Online folder

# SB1 - 6 - Loading Multiple files / folders – Files moved to Open with Explorer

**Source Document folder**

(1) Dragged and dropped into Explorer folder

**Open with Explorer folder**

**SharePoint Online folder**

The screenshot displays a Windows desktop environment with three open windows. The leftmost window is a File Explorer window titled 'WIP 8-15' showing a folder named 'WIP Today' containing 86 items. A text overlay 'Source Document folder' is positioned over this window, with an arrow pointing to a file named 'CMS things'. The middle window is another File Explorer window titled 'EOC - Lib-1 no required...' showing a folder named 'EOC - Lib-1 no required...' containing 2 items. A text overlay 'Open with Explorer folder' is positioned over this window. The rightmost window is a web browser displaying the SharePoint Online interface for a site named 'Office 365'. The interface shows a list of documents, including 'Converting Microsoft Office Files to Newer File Formats', 'Office 365 Office 2003 deinstalltion approaches 3-27-15', and 'Office 365 Office 2003 deinstalltion approaches 3-27-15'. A text overlay 'SharePoint Online folder' is positioned over this window.



# SB1 - 6 - Loading Multiple files / folders – Files complete journey to SharePoint

WIP 8-15

WIP Today

File Edit View Tools Help

Organize Include in library Share with

DT All 4-21-15

Early adopter items

HHS Items HOT

OneDrive Items

OPERATIONS

Phase II Launch Communications

SharePoint Items

Test files for converter

Tiles - Icons

TOMG items

WIP 6-15

~Srlly Adopter program(4-28-15).docx

10.docx

Additional-Groups-info.pdf

AF103733534\_en-us\_excel2013quickstartguide.pdf

All Systems with Microsoft Office Installed.xlsx

All Systems with multiple MS Office Installs(4-23-15).xlsx

All Systems with multiple MS Office Installs.xlsx

Analytics MontgomerycountyMD Pages 20150427-20150503...

AP\_6-8-SocialMedia.pdf

Clutter write-up 5-18-15.docx

Dieter Things4-28-15.docx

Doc1.docx

Doc2.docx

DOT-TRN-SCCM-4-23-15.xlsx

dts\_securityguideline 6-7.pdf

HRC Questions for 2-12-15.docx

http.docx

IT-Contacts(3-15-15).pdf

86 items

WIP 8-15

WIP Today

File Edit View Tools Help

Organize Include in library Share with

DT All 4-21-15

Early adopter items

HHS Items HOT

OneDrive Items

OPERATIONS

Phase II Launch Communications

SharePoint Items

Test files for converter

Tiles - Icons

TOMG items

WIP 6-15

~Srlly Adopter program(4-28-15).docx

10.docx

Additional-Groups-info.pdf

AF103733534\_en-us\_excel2013quickstartguide.pdf

All Systems with Microsoft Office Installed.xlsx

All Systems with multiple MS Office Installs(4-23-15).xlsx

All Systems with multiple MS Office Installs.xlsx

Analytics MontgomerycountyMD Pages 20150427-20150503...

AP\_6-8-SocialMedia.pdf

Clutter write-up 5-18-15.docx

Dieter Things4-28-15.docx

Doc1.docx

Doc2.docx

DOT-TRN-SCCM-4-23-15.xlsx

dts\_securityguideline 6-7.pdf

HRC Questions for 2-12-15.docx

http.docx

IT-Contacts(3-15-15).pdf

86 items

WIP 8-15

WIP Today

File Edit View Tools Help

Organize Include in library Share with

DT All 4-21-15

Early adopter items

HHS Items HOT

OneDrive Items

OPERATIONS

Phase II Launch Communications

SharePoint Items

Test files for converter

Tiles - Icons

TOMG items

WIP 6-15

~Srlly Adopter program(4-28-15).docx

10.docx

Additional-Groups-info.pdf

AF103733534\_en-us\_excel2013quickstartguide.pdf

All Systems with Microsoft Office Installed.xlsx

All Systems with multiple MS Office Installs(4-23-15).xlsx

All Systems with multiple MS Office Installs.xlsx

Analytics MontgomerycountyMD Pages 20150427-20150503...

AP\_6-8-SocialMedia.pdf

Clutter write-up 5-18-15.docx

Dieter Things4-28-15.docx

Doc1.docx

Doc2.docx

DOT-TRN-SCCM-4-23-15.xlsx

dts\_securityguideline 6-7.pdf

HRC Questions for 2-12-15.docx

http.docx

IT-Contacts(3-15-15).pdf

86 items

Shar...

EOC - Lib-1 no required...

File Edit View Tools Help

Organize Open Share with New folder

2003 census

CMS things

Converting Microsoft Office Files to New...

desktop.ini

Office 365 Office 2003 deinstalltion appro...

Office 365 Office 2003 deinstalltion appro...

2 items selected Date modified: 3/31/2015 9:13 AM - 4/10/2015 1:16 PM

The files and folders appear in the SharePoint Online library

Open with Explorer folder

https://mcgov.sharepoint.com/teams/OEMHS/

Lib-1 no required fields - Al...

File Edit View Favorites Tools Help

Office 365

Lib-1 no required fields

Home

Notebook

Documents

Recent

EOC Sample Picts

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

Drag files here to upload

SharePoint Online folder

SB1-7

Loading Documents with and  
without required fields

# SB1 - 6 - Loading Data into Library – No Required fields – 1 of 4

←

→

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#

EOC - Home

File Edit View Favorites Tools Help

Office 365

BROWSE PAGE

SHARE FOLLOW EDIT

Search this site

S

EOC

EDIT LINKS

Home

Newsfeed

Start a conversation

Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

Documents

New Upload Sync Share More

Find a file

✓ Name

Drag files here to upload

(1) Select the library where files are to be added

Windows

Internet Explorer

File Explorer

Media Center

Adobe Reader

Google Chrome

Outlook

Excel

PowerPoint

Word

SharePoint

11:26 AM

6/22/2015

## SB1 - 7 - Loading Data into Library – No Required fields – 2 of 4

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/Lib1%20no%20required%20fields/Forms/AllItems.aspx

Office 365

BROWSE FILES LIBRARY

EOC EDIT LINKS

# Lib-1 no required fields

Home Notebook Documents Recent

Lib-2 required fields

**Lib-1 no required fields**

Site Contents Recycle Bin

EDIT LINKS

NEW UPLOAD SYNC SHARE MORE

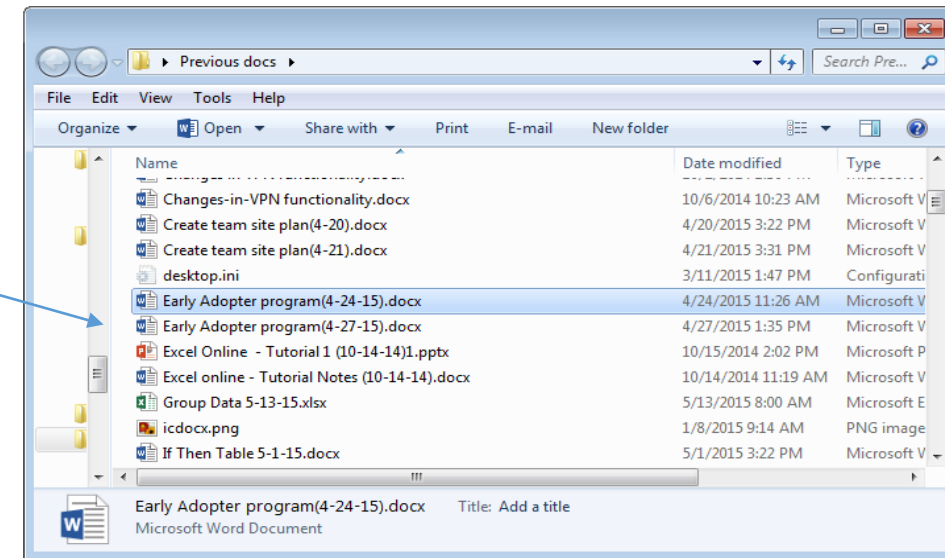
ALL DOCUMENTS Find a file

✓	FILE NAME	MODIFIED	MODIFIED BY	DOCUMENT
Drag files here to upload				

SHARE FOLLOW

chris.daniel@montgomerycountymd.gov  
Google Analytics: Pages  
Jon, Every Monday, you will receive a weekly summary email...

(1) Locate file to load into the library



# SB1 - 7 - Loading Data into Library – No Required fields – 3 of 4

https://mcgov.sharepoint.com/teams/OEMHS/EOC/\_layouts/15/start.aspx#/Lib1%20no%20required%20fields/Forms/AllItems.aspx

Office 365

Lib-1 no required fields - Al...

Office 365

Lib-1 no required fields

Home

Notebook

Documents

Recent

Lib-2 required fields

Lib-1 no required fields

Site Contents

Recycle Bin

EDIT LINKS

EDIT LINKS

NEW

UPLOD

Sync

Share

More

All Documents

Find a file

✓

Name

Modified

Modified By

Document

Drag files here to upload

(1) Drag and drop it to the loading area in the library screen

Previous docs

File Edit View Tools Help

Organize Open Share with Print E-mail New folder

Name	Date modified	Type
Changes-in-VPN functionality.docx	10/6/2014 10:23 AM	Microsoft V
Create team site plan(4-20).docx	4/20/2015 3:22 PM	Microsoft V
Create team site plan(4-21).docx	4/21/2015 3:31 PM	Microsoft V
desktop.ini	3/11/2015 1:47 PM	Configurati
Early Adopter program(4-24-15).docx	4/24/2015 11:26 AM	Microsoft V
Early Adopter program(4-27-15).docx	4/27/2015 1:35 PM	Microsoft V
Excel Online - Tutorial 1 (10-14-14)1.pptx	10/15/2014 2:02 PM	Microsoft P
Excel online - Tutorial Notes (10-14-14).docx	10/14/2014 11:19 AM	Microsoft V
Group Data 5-13-15.xlsx	5/13/2015 8:00 AM	Microsoft E
icdocx.png	1/8/2015 9:14 AM	PNG image
If Then Table 5-1-15.docx	5/1/2015 3:22 PM	Microsoft V

Early Adopter program(4-24-15).docx Title: Add a title  
Microsoft Word Document

2:15 PM 6/22/2015

## SB1 - 7 - Loading Data into Library – No Required fields – 4 of 4

The screenshot shows the Microsoft Office 365 interface. The top navigation bar includes the Office 365 logo and the text 'Office 365'. Below this, the 'BROWSE' tab is selected, showing the 'FILES' view. The main content area displays a document library named 'Lib-1 no required fields'. A blue arrow points from the text 'File loaded into library and checked in' to a document titled 'Early Adopter program(4-24-15)' in the library list. The document list shows columns for Name, Modified, Modified By, and Document. The document 'Early Adopter program(4-24-15)' is listed with a modified date of 'A few seconds ago' and modified by 'Frey, Jon S.'.

THE END